



## APPLICATION FOR RECORDS RETENTION SCHEDULE

270729-01

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <b>April 21, 1986</b>	1. Agency Address DOAS - Fiscal Division Treasury Section 1516 West Twin Tower Atlanta, Georgia 30334	Application Number <b>88-18</b>	Date Received <b>JUL 29 1987</b>
Application Number		Date Completed <b>MAY 3 1988</b>	Telephone Number <b>656-2168</b>
2. Person to Contact <b>Glenda M. Knowles</b>		Working Title <b>Accounting Officer I</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. <i>Exception to Common Schedule #195-A</i> b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <i>105-A</i> Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <b>1981</b> Latest <b>present</b>		5. Records Series Title (followed by title used in office, if different) <b>Workers' Compensation &amp; Risk Management Cancelled Checks</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <b>FISCAL DIVISION</b> - Administers Self-Insurance of State Property & Liability Workers' Compensation for State employees, Treasury & Cash Management of State Funds, and accounting and payroll systems design through Fiscal Services.  <b>TREASURY &amp; CASH MANAGEMENT SECTION</b> - Receipts, disburses to agencies and invests State General Fund and Revenue Sharing monies. Federal Funds receipted and disbursed include Letter of Credit, Dept. of Transportation reimbursement, National Flood Control and National Forest Reserve Fund. Receipt and disburse various Trust Funds. Provide accounting services and records for Superior Court appropriation, primarily payroll, attendant retirement systems and travel. Insure eligibility of municipalities for and disburse Grants to Municipalities and Counties.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Disbursing monies for Workers' Compensation and Self Insurance claims.  Included are: The original cancelled checks which were payments for claims and must be maintained for 10 year statute of limitations          File is arranged: Numerically by check number			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>often</u> ; Seven to twelve months old <u>often</u> ; Thirteen to twenty-four months old <u>occasionally</u> twenty-five months and older <u>occasionally</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Check Files drawers _____; Other (specify) <u>6</u>			

XX	a. Is this the official copy of the series? If not, where is it?
XX	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
XX	c. Is this a vital record?
XX	d. Does this series have historical or long term research value?
XX	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
XX	f. Is the information contained in this series ever published? If yes, attach copy.
XX	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
XX	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
XX	i. Is this series (or a major portion of it) regularly microfilmed?
XX	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |   |  |
|---|--|
| a. State Law _____ years.                 | d. Audit period _____ years.                   |
| b. Statute of limitation <u>10</u> years. | e. Administrative need _____ years.            |
| c. Federal law _____ years.               | f. Federal retention instructions _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Claimants have a 10 year statute of limitation against the Risk Management unit.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 8 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert M. Mathis</i>	<u>7-24-87</u>	<i>Pat Bennett</i>	<u>7-24-87</u>
<b>88-18</b> Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	<u>4-21-88</u>
		Secretary of State/Designee <i>Edward W. Weldon</i>	<u>4/15/89</u>
		Attorney General/Designee <i>[Signature]</i>	<u>4/29/88</u>